



WRITTEN  
SCHEME OF  
INVESTIGATION

Clarel Street  
Penistone  
Sheffield  
South Yorkshire

Archaeological Watching Brief  
Planning Ref. 2023/0498

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**CFA ARCHAEOLOGY LTD**

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This document has been prepared in accordance with CFA Archaeology Ltd standard operating procedures

**Clarel Street  
Penistone  
Sheffield  
South Yorkshire**

**Written Scheme of Investigation**

**Archaeological Watching Brief**

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**Clarel Street, Penistone, Sheffield, South Yorkshire – Archaeological Watching Brief**

**Written Scheme of Investigation**

**1 Introduction**

- 1.1 This Written Scheme of Investigation (WSI) has been prepared by CFA Archaeology Ltd on behalf of Whitshaw Builders. It outlines the details of an archaeological watching brief to be undertaken at land at Clarel Street, Penistone during construction works associated with the erection of a detached two story house (NGR SE 24513 02886).
- 1.2 A planning application has been approved subject to conditions by Barnsley Metropolitan Borough Council for the erection of a detached two storey house at land adjacent to 8 Clarel Street, Penistone, Sheffield, S36 6AU (2023/0498).
- 1.3 An archaeological consultee response from the South Yorkshire Archaeology Service (SYAS) in response to the above-mentioned planning application assessed the potential of the site as follows:

*'There is a building depicted on the 1st edition OS map, dated c.1850. It's on a similar alignment to the early 19th century buildings at the corner fronting onto High Street so there may be a relationship. The Green at Penistone, just to the south, began to be developed from the former common following the Penistone enclosure award in 1826 and although this was the edge of the strip fields, not common land, it likely fits into this phase of development'*

- 1.4 Subsequently, planning approval for the development was granted. Condition 11 of the decision notice for the above-mentioned planning application states:

*No development, including any demolition and groundworks, shall take place until the applicant, or their agent or successor in title, has submitted a Written Scheme of Investigation (WSI) that sets out a strategy for archaeological investigation and this has been approved in writing by the Local Planning Authority. The WSI shall include:*

- The programme and method of site investigation and recording.*
- The requirement to seek preservation in situ of identified features of importance.*
- The programme for post-investigation assessment.*
- The provision to be made for analysis and reporting.*
- The provision to be made for publication and dissemination of the results.*
- The provision to be made for deposition of the archive created.*
- Nomination of a competent person/persons or organisation to undertake the works.*
- The timetable for completion of all site investigation and post-investigation works.*

*Thereafter the development shall only take place in accordance with the approved WSI and the development shall not be brought into use until the Local Planning Authority has*

*confirmed in writing that the requirements of the WSI have been fulfilled or alternative timescales agreed.*

*Reason: To ensure that any archaeological remains present, whether buried or part of a standing building, are investigated and a proper understanding of their nature, date, extent and significance gained, before those remains are damaged or destroyed and that knowledge gained is then disseminated in accordance with Local Plan Policy HE1.*

- 1.6 As part of satisfying Condition 11, this WSI is submitted for approval. Following approval, the scheme of works set out in this document shall be undertaken and the report on the results of this work will be used to further satisfy the Condition 11. The methodology for any further works deemed necessary by SYAS shall be set out in further WSI/WSIs.

## **2 Site Background**

- 2.1 The approved development (hereafter 'the Site') is located in the town of Penistone in South Yorkshire. The Site is on land adjacent to 8 Clarel Street, and is bound by Clarel Street to the south, Penistone Youth Centre and Family Hub car park to the north, and residential properties to the east and west (Fig. 1).
- 2.2 The Site occupies an area of roughly 260 square metres in size. The south-west part of the site is currently in use as a grassed garden area.
- 2.3 The bedrock geology of the Site is recorded as mudstone and siltstone of the Pennine Lower Coal Measures Formation, a sedimentary bedrock formed between 319 and 318 million years ago during the Carboniferous period. (BGS 2025). No superficial deposits are recorded. The overlying soils of the site are characterised as slowly permeable seasonally wet acid loamy and clayey soils (LandIS 2025).

## **3 Historic and Archaeological Background**

### *Medieval*

- 3.1 The place-name *Penistone* is first attested in the Domesday Book of 1086, where it appears as *Pengeston(e)* and *Pangeston*; later sources record it as *Peningston*. It was razed to the ground in 1069 in the Harrying of the North following the Norman Conquest, and the settlement was described in the Domesday Book as 'wasted' (visitpenistone.co.uk 2025). There are several assets of Medieval date recorded within 1km of the Site.
- 3.2 The Medieval St John the Baptist Chapel lay c.500m south-west of Site; the remains were pulled down c.1770.
- 3.3 St Mary's Well (**HER 04227/01**) is a roadside well and trough that lies c.950m north of the Site. The wall is believed to have been associated with St. John's Chapel. The well was capped during the 19th century.

- 3.4 St John the Baptist Church is a Grade 1 listed medieval parish church located c.700m north of the Site (**HER 00334/01**). In the churchyard is a Grade 2 listed Medieval cross base (**HER 00329/01**) along with the remains of old medieval market cross (**HER 00330/01**). Within the church, fragments of an 11<sup>th</sup> century Anglican cross shaft and built into tier on the North side of the aisle (**HER 00335/01**).
- 3.5 The listed monument Schole Hill Farm lies c.800m west of the Site (**HER 01537/01**). This is a 17th century reconstructed hall and cross-wing which re-used the original timbers from an earlier medieval hall. It was demolished in 1979.

#### *Post-Medieval*

- 3.6 There is a building depicted on the Site on the 1st edition OS map, dated c.1850 (NLS 2025). This may be part of the development phase of The Green at Penistone to the south following the Penistone enclosure award in 1826.
- 3.7 There is a Grade 2 listed building c.8.5m east of the Site. This is currently known as 104 and 106 High Street, a pair of cottages dating from the early 19th century with coursed squared stone and a stone slate roof.
- 3.8 There are Grade 2 listed railway buildings c. 800m north of the Site (**HER 05585**). Regency House was formerly the station house for the original 1845 station of Penistone. There is also a row of 6 coal drops and a later goods shed constructed c.1875.

## **4 Previous Work**

- 4.1 No known prior intrusive or non-intrusive archaeological work has taken place within the boundaries of the Site.

## **5 Project Objectives**

- 5.1 The aims of the watching brief are:
- To undertake an archaeological watching brief in order to confirm the presence/absence, extent, condition, character, quality and date of any archaeological features or deposits;
  - To provide a full and detailed record of all identified early remains;
  - To establish the potential impacts of the proposed development and associated infrastructure and to allow mitigation measures to be proposed, where appropriate;
  - To recover information relating to the nature and function of past human activity represented by the surviving archaeological remains;
  - To interpret the nature of activity at the site and to place the site within its local, regional and national context as appropriate;
  - To attempt to address research objectives identified in the South Yorkshire Historic Environment Research Frameworks;
  - To disseminate the results of the archaeological watching brief to the wider public in a manner appropriate to their significance, to be agreed with the client, and

- To compile and deposit a site archive at a suitable repository and to provide information for the South Yorkshire Historic Environment Record to ensure the long-term survival of the excavated data.
- 5.2 Relevant selected research themes and priorities will be derived from the *South Yorkshire Historic Environment Research Framework* (Research Frameworks 2026) during the course of the project.

## **6 Archaeological Methods**

- 6.1 CFA Archaeology is a registered organisation with the Chartered Institute for Archaeologists (CIfA). Work will be conducted with regard to the Institute's standards documents (CIfA 2020a-b and CIfA 2023), relevant Historic England guidance documents (Historic England 2011, 2015a, and 2015b), and this WSI. Recording of all elements will be done following established CFA procedures.
- 6.2 All work will also adhere to the standards set out in the *SYAS Standards for Archaeological Watching Brief* (SYAS 2023).
- 6.3 Should there be unexpectedly significant or complex discoveries that warrant more detailed recording than is described in this WSI, the archaeological contractor, CFA Archaeology Ltd, will contact the monitoring archaeologist for SYAS, with the relevant information so an agreement can be reached on the implementation of any contingencies, which may include emergency recording and more detailed excavation.
- 6.4 A visual inspection of the Site will be undertaken before the commencement of works to identify any surface features of potential archaeological interest, areas of potentially significant disturbance, and any hazards or constraints in undertaking further archaeological work.
- 6.5 All groundworks associated with the proposed development with the potential to disturb any surviving archaeological deposits (including the excavation of foundations, installation of drainage, hard landscaping etc.), will be monitored by a qualified archaeologist. Where these ground works take place, topsoil (where present), made ground, and subsoil will be removed with a toothless grading/ditching bucket under direct archaeological supervision to the depth of the natural substrate, to the first significant archaeological horizon, or to the depth of the proposed groundworks, whichever is reached first.
- 6.6 If archaeological deposits are encountered, then machine excavation will cease in that area to allow the supervising archaeologist time to investigate the exposed deposits. Following the initial machine excavation, no further excavation will take place until any archaeological features have been investigated, and the area has been signed off by the monitoring archaeologist for SYAS. If areas requiring monitoring are determined to be highly truncated by modern development, then, with consultation with the monitoring archaeologist for the SYAS, it may be agreed that these can be excluded from further monitoring.

- 6.7 Where basement or cellar structures associated with the later buildings have been found to truncate or remove evidence of any earlier structures then, in liaison with the Planning Archaeologist for SYAS, watching brief requirement in these areas of the Site may be deemed complete.
- 6.8 Samples of all features of archaeological interest will be hand excavated in an archaeologically controlled and stratigraphic manner in order to establish their likely date, nature, extent, and condition. The complete stratigraphic sequence, down to natural geological deposits, will be excavated and all inter-relationships and intersections between features will be investigated.

#### *Method of Recording*

- 6.9 All excavation and on-site recording will be carried out according to standard CFA procedures, principally by drawing, photography, and completing standard CFA record forms.
- 6.10 The location of the groundworks will be recorded using industry standard surveying equipment and tied to the OS National Grid. Vertical survey control will be tied to the Ordnance Survey Datum.
- 6.11 Sections will be recorded by means of a measured drawing at an appropriate scale, typically at 1:10. The height of a datum on the drawing will be calculated and recorded. The locations of sections will be recorded on the site plans.
- 6.12 Cut features will be recorded in profile, hand planned at an appropriate scale, normally 1:20, and their location accurately identified on the appropriate site plans.
- 6.13 Photographs will include an appropriate scale, an arrow to indicate the direction of north, and a photo information board, where possible. All photographs will be recorded on a photographic register detailing subject, location, and direction of shot. Photographs taken will adhere to Historic England's guidance '*Digital Image Capture and File Storage*' (Historic England, 2015a). Photographs should be taken with a high-resolution digital SLR camera with sensors exceeding 12 Mega pixels and taken using the highest quality setting. Photographs should be stored in both JPEG and RAW formats and metadata will be embedded in the RAW files, to include: the name of the site, the national grid reference for the site, the date, the subject, the direction of the shot, and reference to CFA Archaeology Ltd.

#### *Artefact and Environmental Recovery*

- 6.14 All artefacts, including faunal remains, will be retained for analysis. Post-excavation storage requirements will be assessed. Modern finds (post-WW2) will be recorded but not retained. Collection and post-excavation work on artefacts will follow current ClfA guidance (ClfA 2020a).

- 6.15 Artefacts defined as treasure under the Treasure Act 1996 (as supplemented by the Treasure (Designation) (Amendment) Order 2023) will be treated in accordance with the Treasure Act 1996 Code of Practice. Any finds will be removed to a safe place and reported to the local coroner. Where removal cannot be effected on the same day as discovery, suitable security measures will be taken to protect the finds from theft.
- 6.16 Any human remains encountered will be reported to the appropriate authorities and left *in situ*, covered and protected. The discovery of any human remains will be reported to the coroner, Environmental Health, SYAS, and the client. If removal is deemed necessary following discussions, a Ministry of Justice Burial License will be obtained, and excavation will comply with the relevant regulations and government guidelines.
- 6.17 CFA's Palaeoenvironmental specialist will assess the environmental potential of the site, advise on whether the deposits have potential for conducting palaeobotanical or other soil analysis, and assess the potential for the preservation of faunal remains. Environmental sampling will be carried out in accordance with current guidelines (Historic England 2011 & 2015a), namely that bulk samples will be taken from all securely stratified deposits using a strategy of systematic and judgement sampling.
- 6.18 Samples will consist of 40 litres of environmental material recovered from, at a minimum, the basal deposits of any archaeological features. Environmental samples will not usually be recovered from intersections or unclear relationship sections.

## **7 Analysis and Reporting**

### **7.1 Artefact and Environmental Sample Analysis**

- 7.1.1 All finds, if appropriate, will be retained, washed, and assessed in accordance to accepted professional standards. For all categories of material recovered, including finds, palaeoenvironmental, industrial, and other specialist samples, an assessment by an appropriately experienced specialist will be undertaken. Samples will be processed and sorted, and any artefacts recovered provided to the appropriate specialist(s) to be considered alongside the hand-recovered material. Basic stratigraphic information will be supplied to the project specialists.
- 7.1.2 All finds are to be treated in accordance with current best practice guidance (Historic England 2011). Finds will be cleaned and marked according to accepted principles and in line with appropriate period/material guidelines.
- 7.1.3 For ceramic assemblages, recording shall be carried out in a manner compatible with existing typological series in local pottery reference collections. The guidelines for handling ceramics will be followed for relevant material (Barclay et al. 2016).
- 7.1.4 Environmental samples will be processed to aid in the recovery of artefactual material, including ceramics, animal and fish bones, human remains, industrial residues, charcoal, and mineralised plant remains. Specialist samples such as monoliths or cores will be processed separately, as appropriate.

7.1.5 Where material suitable for scientific dating is recovered, such as charcoal or bone, sufficient dating will be undertaken to meet the aims of the watching brief. These materials will be identified to species and assessed for suitability prior to submission to a dating laboratory.

7.1.6 Artefact assessment reports will include the production of a descriptive catalogue, including quantification of finds by context and discussion or interpretation, if appropriate. Finds critical for dating or interpretation will be illustrated or digitally photographed. Environmental assessment reports will include the identification of the remains, a quantification by context, appropriate discussion or interpretation, and a description of the processing methodology.

## 7.2 **Reporting**

7.2.1 A report will be produced which includes background information on the project, a description of the methodology, and a full description and interpretation of the results.

7.2.2 Specifically, the report will contain:

- A concise non-technical summary of the project results;
- The site location given as an 8-figure grid reference;
- A front cover/frontispiece which includes the planning application number and the national grid reference of the site;
- The dates on which the work was undertaken;
- A description of the site location and geology;
- A description of the historic and archaeological background of the site;
- An explanation of any agreed variations from the WSI, including justification for any work not undertaken and agreed;
- A description of the methodology employed, work undertaken, and the results obtained;
- Contexts and feature descriptions;
- Maps and other illustrations at an appropriate scale including all groundworks plans and detailed plans and sections of all excavated features;
- A specialist assessment report for all finds materials including palaeoenvironmental and other samples;
- A description of any environmental or other specialist work undertaken and outline of the results obtained;
- A selection of photographs of work in progress;
- Recommendations regarding the need for, and scope of, any further archaeological work;
- A discussion of how the work contributed to the aims and objectives set out in the project design;
- Inclusion of outstanding research information from archival sources and, where possible, expansion on this information based on the results obtained during fieldwork;
- A bibliography;
- A context index;
- An archive index;

- An OASIS summary sheet
- 7.2.3 A draft copy of the report will be issued to SYAS for comment before being finalised, usually within 4-5 weeks of the completed fieldwork. One digital (PDF-A format) of the final report will be deposited with the South Yorkshire HER. This will ensure that the report is made available as a public document as part of the HER.
- 7.3 Archive Preparation and Deposition**
- 7.3.1 An archive will be prepared by CFA Archaeology in accordance with the current guidelines (ClfA 2020b). The archive will be deposited in an appropriate museum expected to be Experience Barnsley who will accept the complete excavation archive, including primary site records, research archives, and finds. Negative results would be uploaded to OASIS.
- 7.3.2 Shapefiles derived from on-site survey data will be supplied to SYAS on completion of the project so that extents of excavated/observed areas can be added to a dedicated HER record.
- 7.3.3 CFA are ISO 9001 accredited, with all internal archiving and digital record systems fully compliant with ClfA Standards and Guidance, particularly the guidance on Planning and Data Management Plans for Archaeological Projects (2022). The digital archive will be subject to a selection process, depending on the results of the works, and the resulting digital archive will be deposited with the Archaeological Data Service (ADS). All digital deposition will be undertaken in line with guidance from ADS (2023) and ClfA (2022).
- 7.3.4 Consent for full transfer of title of finds to the recipient museum will be agreed in principle with the landowner at the outset. Confirmation of transfer of title from the landowner, and confirmation of assignment of copyright along with a full archive inventory, will be submitted with a project completion form to the recipient museum. The South Yorkshire HER Officer will be provided with a copy of the completion form, including the assigned accession number.
- 7.3.5 The recipient museum will be licensed to use the deposited material in perpetuity, without restrictions; this licence will allow the archive to reproduce material, including for use by third parties, with the copyright owner suitably acknowledged.
- 7.3.6 The requirements of Experience Barnsley will be adhered to. Contact will be made with the archiving museum prior to the start of any fieldwork to confirm their acceptance of the archive and to receive an accession number. The nominated museum will be notified at set stages of the project, including at project initiation (comprising a project initiation form), a mid-point review, and completion stages to discuss archaeological archiving requirements.
- 7.3.7 An online OASIS form will be completed within three months of the completion of the work. An appropriately formatted copy of the report will also be uploaded to OASIS within three months of the completion of the work.

## 8 Resources and Programming

### 8.1 Key Personnel

**Phil Mann** (BA MCIfA) is a Senior Project Manager for CFA Archaeology. Phil has project managed numerous archaeological projects of all periods throughout the country.

A **Field Director** from CFA will be selected from CFA's pool of Field Officers, depending on availability, all of whom have appropriate experience. The CV for the selected Field Officer can be forwarded prior to the start of the project.

**Dr Shelly Werner** (BSc MPhil PhD) is CFA's Graphics Manager, responsible for the organisation and management of all GIS, CAD and Illustrative material. She is an experienced illustrator with specialist knowledge in GIS consultancy and standing building survey and has worked on a variety of projects in Scotland and England.

Post-excavation and environmental coordination will be managed by CFA's post excavation and archiving manager **Christina Hills**; CVs for CFA's 'in house' specialists or external consultants can be supplied on request.

### 8.2 Project Specialists

Archaeobotany	Mhairi Hastie BSc MSc ACIfA (CFA Archaeology)
Ceramic building material	Jamie Walker BSc MCIfA (CFA Archaeology)
Clay pipes	Joshua Toulson MSc ACIfA (CFA Archaeology)
Conservation laboratory	Morgan Creed (YA)
Dendrochronology	Ian Tyers
Industrial residue	David Dungworth BA (Hons), PhD
Leather	Quita Mould
Mollusca and fish remains	Joshua Toulson MSc ACIfA (CFA Archaeology)
Neolithic and Bronze Age pottery	Alex Gibson PhD
Osteoarchaeology	Malin Holst MSc
Palynology	Robert McCulloch BA PhD (University of Stirling)
Post-medieval small finds	Gail Drinkall
Post-Roman pottery	Paul Blinkhorn BA PhD
Roman and Pre-Roman Iron Age pottery	Jamie Walker BSc MCIfA (CFA Archaeology)
Roman glass	Hilary Cool
Soil micromorphology	Clare Ellis BA PhD MCIfA
Worked bone	Joshua Toulson MSc ACIfA (CFA Archaeology)
Worked Flint and Stone	John Musgrove (CFA Archaeology) assisted by Ann Clarke
Zooarchaeology	Joshua Toulson MSc ACIfA (CFA Archaeology)

**Table 1: List of Artefact and Ecofact Specialists**

8.2.1 The above list is not exhaustive. Should unusual or locally specific archaeological materials be discovered, appropriate specialists will be sought on the advice of the regional Historic England scientific advisor.

### 8.3 **Health and Safety**

8.3.1 CFA has an ISO45001 certified health and safety management system. All CFA staff have been inducted into CFA's Health and Safety Policy and operate with due regard for Health and Safety regulations. All work for the project will be subject to Risk Assessment procedures and a Risk Assessment will be produced, disseminated, and agreed with all staff on site.

### 8.4 **Monitoring**

8.4.1 Close contact will be maintained with the client and the monitoring archaeologist for SYAS for the purposes of monitoring the project. Important or unexpected discoveries will be communicated to them, and a monitoring visit will be arranged if appropriate. Any monitoring visit will include a site tour and overview by the senior archaeologist present and the opportunity will be afforded to view archaeological features, any artefactual finds still on site, and any records that are not in immediate use.

8.4.2 If any deficiencies are noted during the site monitoring visit, they will be made good to the satisfaction of the monitoring archaeologist for SYAS before the next agreed site meeting.

8.4.3 South Yorkshire Archaeology Service will be provided with a minimum of one weeks' notice of the commencement of on-site works. Contact numbers for the site will be forwarded in advance of the work starting.

## 9 **Bibliography**

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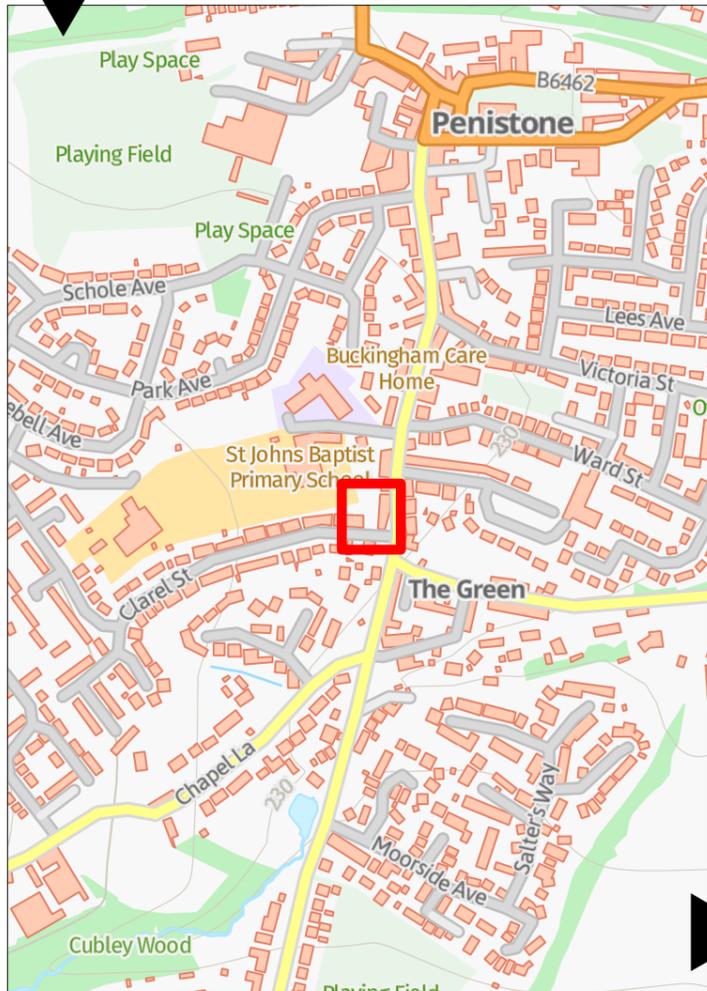
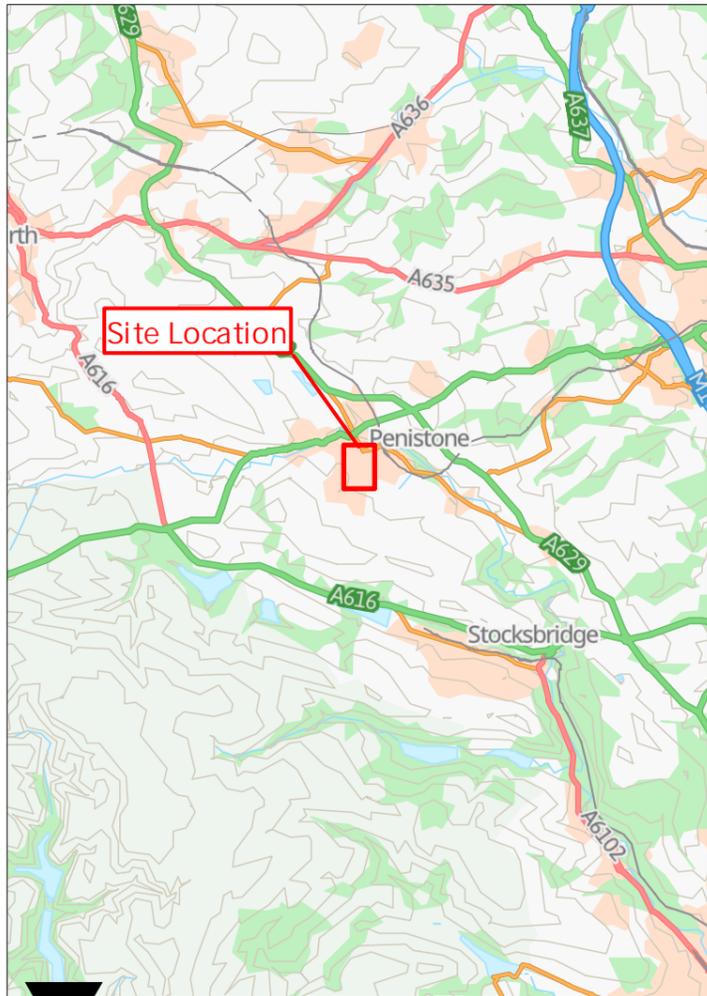
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## FIGURE



Key: 

 Red Line Boundary

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Title:  
Site Location and Trench Plan

Project:  
Clarel Street, Penistone

Client:  
Whitshaw Builders

Scale at A3:  
1:250

Drawn by: SB	Checked: SW	Date: 28/11/2025
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Report No: WSI	Fig. No: 1
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## **Appendix 1: Data Management Plan**

## Section 1: Project Administration

<b>Project ID / OASIS ID</b>	
Internal CFA ID: CSPE OASIS ID: TBC	
<b>Project Name</b>	
Clarel Street, Penistone, South Yorkshire	
<b>Project Description</b>	
Watching brief during groundworks with the potential to disturb archaeology at the above development.	
<b>Project Funder</b>	<b>Principal Investigator / Researcher</b>
Whitshaw Builders	CFA Archaeology Ltd
<b>Project Manager</b>	
Phil Mann BA MCIfA, pmann@cfa-archc.o.uk, 07780 496228	
<b>Data Contact Person</b>	
Christina Hills BA (Hons) ACIfA, Post Excavation and Archives Manager chills@cfa-arch.co.uk, 01875 515 425	
<b>Date DMP created</b>	<b>Date DMP last updated</b>
28/11/2025	28/11/2025
<b>Version</b>	
1	
<b>Related data management policies</b>	
CFA Quality Management Systems ISO 9001 accreditation	

## Section 2: Data Collection

What data will you collect or create?		
Archaeological data will be collected to achieve the aims and objectives set out in the Written Scheme of Investigation (WSI). It is envisaged that the resultant digital archive will comprise, but not be limited to:		
Type	Format	Estimated Volume (Data Archive)
Digital Photographs	.jpg	Volume tbc
Spreadsheets	.xlsx .ods	Typed up registers, raw site data (digital recording)
Text/ documents	.docx .pdf	To include at minimum the WSI, Project Report and scans of onsite record sheets
3D models	.obj	Graphics data files - volume tbc
CAD Report Figures	.dwg	
GIS Report Figures	.aprx	
Raw survey data	.job	Geomatic data files - volume tbc
Processed survey data GIS shapefiles	.shp	

How will the data be collected or created?
<p>CFA Archaeology is a registered organisation with the Chartered Institute for Archaeologists (CIfA). Work will be conducted with regard to the Institute’s Standards documents (CIfA 2019, 2020a, 2020b and 2022), relevant Historic England guidance documents (Campbell et al. 2011, Baker and Worley 2019, Historic England 2025), European Archaeological Council Guidance (Perrin et al. 2014), Archaeological Data Service instructions (ADS 2025), the Archaeological Archives Forum Guidance (Brown 2011). Details are set out in the WSI. Recording of all elements will be done following established CFA procedures.</p> <p>Data Standards/ Methods</p> <ul style="list-style-type: none"> <li>• Paper records, digital photos and survey data is collected on site</li> <li>• Data collected on site is downloaded or scanned and stored in an appropriate folder.</li> <li>• On site records are typed up as part of report preparation.</li> <li>• Reports are created once the onsite works are completed and records checked, by an appropriate member of staff</li> <li>• Project folders are named and ordered following the CFA Quality Management System (QMS)</li> <li>• CFA Data storage is described in section 5.</li> </ul>

## Section 3: Documentation and Metadata

What documentation and metadata will accompany the data?
<p>Full documentation and metadata will be supplied with the archive, in line with our own archiving requirements, as well as those from ADS. This will include, but are not limited to, metadata forms for each data type as well as overarching site metadata forms. Any relevant selection forms will be included with the archive.</p>

#### **Section 4: Ethics and Legal Compliance**

How will you manage any ethical, copyright and Intellectual Property Rights (IPR) issues?

- The WSI outlines the names and details of contractors and staff who are proposed to work on the project. CFA have a GDPR compliant Privacy Policy which dictates the management of personal data.
- CFA is a Registered Organisation with ClfA and a minimum of 80% our staff have ClfA membership. All of our work practises are therefore in line with ClfA's ethical requirements.
- Copyright for all data collected by the project team belongs to the organisation.
- The requirement of consent for the full transfer of title of finds regarding the landowner and recipient museum is set out in the WSI

#### **Section 5: Data Security: Storage and Backup**

How will the data be stored, accessed and backed up during the research?

In addition to our Data Protection Policy and Privacy Notice, CFA has in place the following policies (and associated notes) which outline and instruct procedures relating to IT and data management: CFA Data Management Plan, CFA IT Policy, CFA Data Breach Response Plan, CFA IT Procedures (attachment 10a). At our Musselburgh office, digital data is stored on two primary servers with a back-up cycle controlled via a separate dedicated backups server. Back-ups are configured to provide daily, weekly, and monthly redundancy across all offices. We also back up incrementally to external devices weekly. At our Yorkshire and Milton Keynes offices, digital data is stored on primary servers using multiple virtual configurations. All network data from these offices is mirrored nightly to the Musselburgh network, and is included in the Musselburgh back up. All digital files are protected both at server level using Linux proprietary protection, and by ESET Anti-Virus software on all desktops and portable devices where possible. Access to all CFA business networks is restricted, with variable user-level access to folders and password-protected files as appropriate.

Digital site records such as survey data and digital photographs are stored digitally on our network in compliance with our Security Copies Policy. Hard copy site records are scanned regularly throughout site works and stored digitally on our network in compliance with our Security Copies Policy.

#### **Section 6: Selection and Preservation**

Which data should be retained, shared, and/or preserved?

The digital archive will be subject to a selection process, dependant on the results of the works and in line with ClfA, Historic England and ADS guidance. The selection will be based on the below table.

Type of record	CFA	Depository		Delete/ Discard
	Digital only	Physical	Digital	
<b>Admin Files</b>				
WSI, Project Designs and Briefs	x	x	x	
Scheduled Monument Consent	x	x	x	
Correspondence	x			
Quality Records- filled/completed	x			
Plant/car hire documents				x
Watching brief timesheets				x
Handwritten notes				x
<b>Client data files</b>				
Developer maps (digital)	x			
Developer or OS maps/plans (with field notes)		x		
Developer or OS maps/plans (un-annotated)				x
Maps showing locations of services & utilities				x
<b>Geomatic files</b>				
Raw survey data	x			
Processed survey data GIS shapefiles	x		x	
<b>Graphics files</b>				
3D models	x		x	
Photos for 3D models	x		x	
Orthophotos from 3D models	x		x	
CAD Report Figures	x			
GIS Report Figures	x			
Graphics requests				x
<b>HER Data</b>				
SMR/HES/Pastmap/HER printouts				x
<b>Health, Safety and the Environment Records</b>				
Risk assessment	x			
<b>Primary Records</b>				
Primary site records - may be created digitally or on paper	x	x	x	
Photos - Apart from duplicates and images that have been voided	x		x	
<b>Post Excavation files</b>				
Specialist reports and data	x		x	
C14 certificates	x		x	
Archive forms	x		x	
Artefact photography	x		x	
<b>Report</b>				
Appendices	x		x	
Publication	x		x	
Final Reports	x		x	
Draft Reports – older versions				x
Report covers and copies of figures included in reports				x
<b>OTHER</b>				
Duplicates/blank documents/unused documentation				x

What is the long-term preservation plan for the dataset?

An online OASIS form will be completed as part of the archaeological work within three months of the completion of the work. An appropriately formatted copy of the report will also be uploaded to OASIS within three months of the completion of the work.

A digital copy of the project report will be deposited with South Yorkshire Historic Environment Record (HER) within a suitable timescale. This ensures that the report will be made available as a public document as part of the Historic Environment Record.

The resulting digital archive will be deposited with the Archaeological Data Service (ADS) in line with guidance from the Archaeological Archives Forum (Brown 2011), ADS (2025) and CifA (2019, 2020b, 2022).

This includes:

- A fully ordered and consistent digital data archive, with files named and structured in a logical and formalised manner, accompanied by relevant documentation and metadata.

Have you contacted the data repository?

The South Yorkshire HER will be notified in advance of works.

Sheffield museum will be notified at set stages of the project, including at project initiation (comprising a project initiation form), a mid-point review, and completion stages to discuss archaeological archiving requirements.

Have the costs of archiving been fully considered?

The estimated costs for the archiving of the project, including preparation and creation of the archive, have been included in the project budget.

## Section 7: Data Sharing

How will you share the data and make it accessible?

- An appropriately formatted copy of the report will be uploaded to OASIS within three months of the completion of the work.
- A digital copy of the final report will be deposited with the South Yorkshire HER within a suitable timescale following the completion of fieldwork. This will ensure that the report be made available as a public document as part of the Historic Environment Record
- The paper records will be deposited with the Sheffield museum, along with the selected digital archive and any finds recovered on site.
- The selected digital archive will be uploaded to ADS and be accessible through their portal.

Are any restrictions on data sharing required?
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N/A
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## Section 8: Responsibilities

Who will be responsible for implementing the data management plan?
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The Project Manager will have overall responsibility for implementing the DMP, and ensuring it is reviewed and revised at each stage of the project.
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| <ul style="list-style-type: none"><li>• Data capture and data quality is the responsibility of the Field Director, assured by the Project Manager.</li><li>• Storage and backup of data in the field is the responsibility of the Field team.</li><li>• Once data is incorporated into the organisations project server, storage and backup is managed as described in section 5.</li><li>• Data archiving is undertaken by the post excavation team under the guidance of the Post-Excavation and Archives Manager, who are responsible for the transfer of the Archaeological Project Archive to the agreed repositories.</li><li>• Details of the core project team can be found in the WSI.</li></ul> |
|---|

## Section 9: Bibliography

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